

Issuing Officer Initiates Dismissal of the Citation

The issuing Officer may determine, after writing the citation, that the citation was written erroneously or the facts upon which the citation is based are not accurate. In such cases, the issuing officer/agency can request the citation be dismissed.

VERIFICATION FROM CONTESTEE

1. A written request from the issuing officer and or agency stating the reason for dismissing the citation that is signed or otherwise authorized by a supervisor or ranking official other than the requestor

VERIFICATION BY INVESTIGATION

1. Review the request and any included documents for documentation. If there is any concern that the request is not authentic, then contact the supervisor/ranking official for confirmation.
2. Review the reason stated for consistency with the violation and if the reason seems inconsistent, or not valid, then the file should be reviewed with your supervisor prior to making a decision.

DECISION

The citation should be dismissed if all of the following are true:

- Request and associated documentation is authentic
- Request is approved by a supervisor or ranking official other than the requestor
- Reason stated is consistent with the violation or, if inconsistent, the request has been reviewed and approved by the Parking Citation Appeals Supervisor

All other citations should be upheld.

DISMISSAL AUTHORITY: California Vehicle Code §40215 (a)

Comments: